

# APPLICATION FOR APPOINTMENT SNOQUALMIE CITY COUNCIL POSITION #5

Thank you for your interest in serving the Snoqualmie community as a member of the Snoqualmie City Council.

*This is considered an “appointed” term, which will serve until the General Election in November 2023. The successful candidate of the 2023 General Election will be seated immediately upon certification of the election results.*

## Council Vacancy Timeline:

|                |   |
|----------------|---|
| March 14, 2023 | Applications due to City Clerk on or before 5:00 PM |
| March 27, 2023 | Candidate interviews                                |
| April 10, 2023 | Council vote and Oath of Office                     |

To be considered, your application must be completed and received by the City Clerk **no later than 5:00 pm, March 14, 2023**. Applications received after 5:00 pm will not be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

Please submit the following items:

- Application (see page 3)
- One page cover letter, indicating your interest and general qualifications for the position
- Resume of no more than 2 pages
- Answers to the Supplemental Questions

## COUNCILMEMBER ELIGIBILITY, REQUIREMENTS & PUBLIC DISCLOSURE

**To be eligible for appointment to the Snoqualmie City Council, applicants:**

- Must have continuously resided within the Snoqualmie city limits for a minimum of one year prior to appointment to the Council, and
- Must be a registered voter in the City of Snoqualmie.

If you hold, participate in, or are involved in any contract(s) with the City of Snoqualmie, please explain your involvement in your cover letter.

If you hold any other elected public office, please state what office and where in your cover letter.

**Please note:**

- Once a Councilmember application is filed with the City, it is a public record available to the public.
- Applications received from all candidates who meet the minimum requirements of state law, along with the answers to the supplemental questions, will be posted on the City of Snoqualmie website as part of the Council's meeting packet the week of the initial interview.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission ([www.pdc.wa.gov](http://www.pdc.wa.gov)).
- This is an at-large position representing all Snoqualmie residents.
- The term of the position will commence once a candidate is appointed by a majority vote of the City Council and will expire after the results of the November 2023 general election are certified.

## CITY COUNCIL DUTIES & COMPENSATION

The Snoqualmie City Council is the legislative authority of the City of Snoqualmie. The City operates under a Strong Mayor/Council form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and confirming the Mayor's appointment of residents to its advisory boards and commissions and designated city employees.

The duties of a City Councilmember will likely involve an average minimum commitment of 40 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at regular City Council meetings, which are held on the second and fourth Monday evenings of each month, from 7:00 pm to 9:00 pm in-person. From time to time, the City Council or Mayor may call special City Council meetings to handle city business.
- Councilmembers are expected to serve on regularly scheduled Council Committees and Commissions and often serve voluntarily on regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur during some weekdays, weekday evenings and occasionally on some weekends.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations which the City of Snoqualmie is a member. Councilmembers may also at their discretion travel and attend training, education and/or participate in other organizations at the local, regional, state, or in some instances on the national level. Travel, education, and training expenses for local, regional, state, and national, activities are reimbursed in accordance with City policy applicable to all employees and city officials, subject to the budgetary limit set for each councilmember and for the city council as a whole.

The monthly Councilmember salary is \$750 per month.

## INTERVIEW QUESTIONS

Each Candidate should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise?  
(ex. transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The Council may ask additional questions of candidates during the interview.

# APPLICATION FOR APPOINTMENT SNOQUALMIE CITY COUNCIL

## Applicant Information

(Please type or print)

Applicant Name \_\_\_\_\_

Residence Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Date of Birth \_\_\_\_\_

Have you attended the Snoqualmie Citizens Academy? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Cover Letter & Resume

Please attach a one-page cover letter and a resume of no more than two pages to this application.

## Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Snoqualmie on separate pages using no more than 3 pages total:

1. Why are you interested in serving as a Snoqualmie City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Snoqualmie community. Address its relevance to the position of Snoqualmie City Councilmember.
5. What do you wish to accomplish during this appointed term as a Snoqualmie City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else that you may wish to add that would help us get to know you a little better?

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**Please return this form, a cover letter, resume, and answers to the supplemental questions**

**on or before 5:00 pm on March 14, 2023**

**Applications received after 5:00 pm will not be accepted.**

**Application and any correspondence should be addressed to:**

**Deana Dean, City Clerk  
PO Box 987 | Snoqualmie, WA 98065  
or email: [ddean@snoqualmiewa.gov](mailto:ddean@snoqualmiewa.gov)**